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7 May 1965

MEMORANDUM FOR: Executive Officer/OTR
SUBJECT : Request for Support

1. On 25-26 May 1965, the Fourth Abridged Project USEFUL will be presented to fifty military personnel of the Joint Chiefs and Defense Intelligence Agency. This two day briefing will be held in Room 1A-07, Headquarters Building. Included on the program will be the DCI, DDCI, as well as other Deputy Directors and senior Agency personnel.
2. The following assistance is requested:
 - a. An American Flag and Agency Flag.
 - b. Parking Facilities for our visitors.
 - c. Badges for the Headquarters Building.
 - d. Notification of the appropriate individuals that these officers will be in the building on the dates indicated, including personnel in charge of North Cafeteria.
 - e. Adequate janitorial services before and during the aforementioned dates for Room 1A-07.
 - f. Personnel to arrange furniture in Room 1A-07 prior to the start of the course.
 - g. Such other support as may be required.

(Sign)

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Chief, Headquarters Training

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